

Best / Worse Practices

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Organization Focused

- Zero Accountability for Affiliation Paperwork
 - Create an Administrative Binder (now mandatory)
- NO Turnover for Program Administrator
 - Program Administrator Orientation
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Course Focused

- No Control of Controlled Material
 - Double Lock Requirements for Controlled Material
 - Exams Numbered in Folders w/ Document Protectors
 - Card Count – On-going spreadsheet or database
- No PCR's Completed
 - Have Instructors Complete PCR's Prior to Card Issuance

- No PCR's On-hand or for Correct Period
- Scan and Store Signed PCR's

Course Focused

- Submit all PCRs at the End of the Year
 - Submit PCRs at the Conclusion of the Course
- Mass Distribution of Exams to Instructors
 - Instructors Should Pick Up Exams Prior to Course
- No Books for Students or Instructors
 - Create a Library System with Surplus of Books

Instructor Focused

- NO Instructor Folders
 - 6-Part Folders
 - 2-Part Folders now mandatory
- Instructors not Being Monitored
 - Create Instructor Folder Screening Schedule.
 - Create Database to Track Instructor Information

- No Proof of Training/Teaching for Instructors

Document all Instructor Activity in Instructor Folder through either MFRs or

Equipment Focused

- Outdated or Missing Equipment
 - Equipment Inventory Before and After Every Course
 - Update Equipment as Necessary
 - Create Equipment List for Courses / Hand-receipts
 - Build Equipment Life Cycling Into Budget
- Disorganized Equipment Storage
 - Separate Equipment into Storage Bins / Label

Equipment Focused

- Decontamination not Conducted or Documented
 - Prepare a Tracking Mechanism
 - Schedule Cleaning
 - Number Manikins and Equipment for Decon Tracking
 - Create SOP for Cleaning and Storage

QUESTIONS

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